

# OSDiscussions...

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## Audiovisual PMT Takes Its Show on the Road - Gloria Harris

Sometimes best ideas are thrown out during the most casual discussion, while others emerge after more focused agendas. This idea emerged from one of several round-table discussions among the team members and Statewide Contractors on **#OFF04**. A common sentiment continued to surface during these discussions, that **Audiovisual Contract #OFF04** (awarded in 1998) was not as widely used by many Eligible Entities because users were not aware of many of the products that fell under one of the Contract's 10 available categories. It was also felt that the label "audiovisual" did not describe the wealth of multi and new media products and systems available on this Contract.

Some of the concealed products on OFF04 include: Surveillance equipment and accessories, large conference projectors, sound systems, interactive white boards, video editing equipment, PA systems, all types and sizes of video and audio tapes, *plus much, much more*. Solution—a joint venture with the newly-formed Audiovisual Procurement Management Team agreeing to host an Audiovisual Product Show and the six Contractors agreeing to sponsor it.

Centrally located, the Product Show is featured at UMass Hoagland-Pincus Conference Center, 222 Maple Avenue, Shrewsbury — Showtime is January 14, 2002 at 10:00 AM, with sign-in and breakfast beginning at 9:30 AM. The Team will do a short presentation on accessing the Contract, followed by the Contractors' product highlight presentations.

If you have not registered for this dynamic event, **don't worry- you still have time**. To get all the details needed to register follow this link: <ftp://ftp.comm-pass.com/data/00312614.PDF> The Product Show flyer as well as the Statewide Contract #OFF04 information is also posted on Comm-PASS at <http://www.comm-pass.com>

**What could be easier**—simply follow these instructions to register **NOW!**:

**Call—617-720-3318** Give your name, organization name, address, phone and fax numbers.

**Fax—617-727-4527** Give your information to Audiovisual PMT Product Show.

**Email—** [audiovisual.pmt@osd.state.ma.us](mailto:audiovisual.pmt@osd.state.ma.us) Give your information to the Team by email directly.

This is something you don't want to miss. Hope to see you there!

## Reverse Auction Bid Process Utilized by Vehicles PMT - Ron Whitaker

For the first time in the Commonwealth's purchasing history, a Reverse Auction process was utilized to determine the bid pricing for a Statewide Contract. The process involved utilizing Ecommerce through the Internet to create on line bidding. The Vehicles & Related Services PMT selected MaterialNet as the vendor for the Reverse Auction. They provided pre-training to the bidders and the PTL, who managed the event for OSD.

The Reverse Auction process begins with a maximum dollar amount per line item, to open the bidding process. A Bidder must bid the maximum dollar amount or less to open the bidding for each line item. Other Bidders must bid below the initial dollar amount to assume the lead bid and so on. As the process continues the price for a line item is driven down.

Bidders can submit their bids for each line item from their company location or even from home. A number of meetings, live demonstrations and conference calls were all utilized to establish the criteria to be used in the auction. This Reverse Auction was set up as a multi line item bid and included 93 line items.

Preliminary reports indicate that 4% of the line items represented no increase in pricing from the prior contract and 15% were actually lower in cost. The initial savings for the first year from these items alone will be in excess of \$32,000. Factoring inflation rates for these line items as well as the other line items will lead to additional savings for the Commonwealth. Essentially, 20% of this bid, realized a savings as a result of the Reverse Auction process. The PMT feels that the Reverse Auction is the wave of the future.

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## New User-Friendly Training Listing Released

- Michael Maguire

In early November, the PMT released a new Statewide Training Contract Listing. This listing now provides Contract users with the ability to easily filter through information about our current Statewide Training Contractors. This one listing, posted as a Microsoft Excel™ file, replaces all previous Contract listings issued under this SWC. For an electronic copy of the listing, please see *OSD Update 98-23H* or point your web browser to [www.state.ma.us/osd/memo/updt9823h.doc](http://www.state.ma.us/osd/memo/updt9823h.doc).

Through the use of built-in filters on the Excel worksheet entitled "Course & Contact Information", Contract users can segment Contractor data according to a number of

different variables, including but not limited to, SOMWBA certified businesses, Course Title, Bid Category, Subcategory, geographic location, etc. Within the same Excel workbook, there is a second sheet entitled "Rates". Contract users can utilize built-in filters here as well to easily compare the maximum rates Contractors are allowed to charge under the terms of their Contract with the Commonwealth. During these difficult budgetary times, Departments are reminded that these are the maximum rates that Contractors are allowed to charge. As such, Departments should view these maximum rates as the price ceilings and negotiate downward.

## Need a Foreign Language Translator or Interpreter?

- Michael Maguire

In late September, the PMT released new listings for the Statewide **Foreign Language Written Translation and Oral Interpretation Contract**. These two lists, posted as Microsoft Excel files, replace all previous Contractor and Language Lists issued under this SWC. The Contractor Contact List contains contact information for all our ST7J511 Contractors. The Language List is sorted alphabetically first by language, then by geographic

zone, and then by Contractor name. For electronic copies of the Contractor Contact and Language Lists, please see *OSD Update 98-7E* or point your web browser to [www.state.ma.us/osd/memo/updt987e.doc](http://www.state.ma.us/osd/memo/updt987e.doc).

The Language List was established in such a manner that information can easily be filtered to suit users' individual needs. By using the drop down boxes, Contract users can filter the data to only show certain Contractors (e.g. those who are SOMWBA certified, translate Spanish, etc.). The information can then be further broken down to show Contractors who offer the language you need and in a certain zone, etc.

Like the Training Listing, Contract users can utilize built-in filters here to easily compare the maximum rates Contractors are allowed to charge under the terms of their Contract with the Commonwealth. Departments are reminded that these are the maximum rates that Contractors are allowed to charge. As such, Departments should view these maximum rates as the price ceilings and negotiate downward. Likewise, the two-hour minimum to be paid to oral interpreters may be waived by a Contractor if negotiated and agreed to with the requesting Department in writing prior to the delivery.

## Court Reporter PMT To Re- Open SWC ST9J141 - Michael Maguire

During a PMT Meeting held on 12/7/01, the Court Reporter and Transcription Services PMT decided to re-open the Statewide Contract for Court Reporting and Transcription Services, ST9J141. This is being done to ensure that there is adequate coverage for **Court Reporting and Transcription Services** throughout the entire Commonwealth. Departments who currently utilize Court Reporters and/or Transcriptionists who are not on **SWC ST9J141** should urge these potential Contractors, including SOMWBA certified businesses, to monitor the Comm-PASS website for a re-opening notice. Interested Contractors should also be encouraged to register on the Comm-PASS Business Registry under the Professional Services category by going to:

[www.comm-pass.com/comm-pass/scripts/  
ven\\_reg.idc?cp\\_xx=-](http://www.comm-pass.com/comm-pass/scripts/ven_reg.idc?cp_xx=-)

As always, we welcome new PMT members from Departments who are currently not represented on the PMT. The next PMT meeting will be held on January 11, 2001 at 10:30 a.m. in OSD Conference Room A. If you are interested in becoming a member of this PMT, please contact Michael Maguire, DPTL, at (617) 720-3381 or [michael.maguire@osd.state.ma.us](mailto:michael.maguire@osd.state.ma.us).

## The Aftermath of September 11<sup>th</sup> on Our Medical and Lab Contracts...- Peter Sasso

The Hospital and Lab PMTs have been busy on many projects during the past four months. The contracts that the Medical PMTs have formulated have become very important recently to help Commonwealth of Massachusetts facilities purchase safety supplies for our agencies. There has been a need for many departments to use the **HSP16** contract for **Medical and Surgical Supplies** to purchase latex gloves, respiratory masks and other products to protect their employees. Several pieces of equipment have been purchased from the **HSP18** contract for **Medical Equipment, Beds and Furnishings** to support safety measures in several agencies. These contracts enable an agency to select the right product for the safety of their employees. The PMT members had no idea how important these contracts would become to protect people during these times. Their hard work has really paid off to support these unanticipated safety needs.

The Lab PMT has been working with contractors that have been increasing the hazardous material fees on the contracts on the **HSP13-** contract for **Lab Supplies**. The companies have had to increase this cost due to manifests and additional charges for the transport of these items. The charges have been incurred on a per shipment basis not per item. The Lab PMT has been helping agencies to coordinate their purchasing in order to save on this fee. If they coordinate the purchase throughout their agency, then they would only get charged one hazardous material fee for the total shipment, which would actually save the agencies from paying individual charges.

Over the past month, I have visited Connecticut and Rhode Island to see if there are any opportunities to engage in cooperative purchasing. I am planning to communicate with the other New England States to see what contracts could be jointly procured. The State of Rhode Island has decided to use the **HSP19-** contract for **Dental Supplies and Equipment**. This will help increase the volume on this contract for future negotiations with the contractors.

## Marketing, Advertising & Public Relations PMT Update - Michael Maguire

During a PMT Meeting held in late September, the PMT decided to further promote the existing OSD designated SWC to the DEP for Marketing, Advertising, and Public Relations, SWC ST9H041, and DPH's Multi-Departmental Contract for Social Marketing, Media, and Event Planning Services, DPH-30002. Members of this PMT are: Kate Arsenault, OCCS; Jim Bergstrom, DPH; Brook Chipman, GHSB; Wendy Friedman, DEP; David Gallagher, DPH; Bob Guinto, DSS; Deborah Nowlin-Hamm, DSS; Paula Robinson, DSS; Debra Thomas, DEP; and Monique Thompson, DPH. As part of this effort, a DEP/DPH Contracts Matrix has been developed. The PMT is currently reviewing this matrix. The most recent draft copy of this matrix can be found on the Professional Services Intranet site or by pointing your web browser to <http://www.osd.state.ma.us/professional/DEPDPMatrix.pdf>.

DEP is currently renewing SWC ST9H041, which is up for renewal on December 31, 2001. When this Contract is released, a new OSD Update will be released with updated Contact information, etc.

As always, we welcome new PMT members from Departments who are currently not represented on this PMT. If you are interested in becoming a member of this PMT, please contact Michael Maguire, DPTL, at (617) 720-3381 or [michael.maguire@osd.state.ma.us](mailto:michael.maguire@osd.state.ma.us).

Ø **Recycled Paper & Envelope - OFF05** - The Recycled Paper & Envelope Team has released the new *OSD Update 99-20F* for pricing effective 11-16-01 through 5-15-02. Lindenmeyr Munroe has reduced pricing in certain volume bands by 2% while Xpedx, Bay State Envelope and Worcester Envelope pricing has remained the same. The PMT has also added Laser Color Copy Paper proposed by Lindenmeyr Munroe and Xpedx as an available line item for all Eligible Entities.

Ø **Document Solutions - OFF07** - The Document Solutions Team has finalized the addition of multiple Contractors to all four categories of the Contract. The Categories are as follows: Category A, Micrographic Equipment, Supplies & Services, Category B, Micrographic Services, Category C, Imaging Services, and Category D Imaging Equipment, Supplies & Services. The Team is confident that the additional Contractors will only enhance the increased demands for equipment and services.

Ø **Art & School Supplies - OFF13** - The Office PTL is currently reviewing the State of Connecticut's Request for Proposal (RFP) for Art & School Supplies in an effort to create a Multi-State Contract utilizing the procurement power of two or more states in an effort to obtain the most aggressive pricing and service commitment in the region. Please review Comm-Pass [www.comm-pass.com](http://www.comm-pass.com) Office Equipment, Supplies & Services Category under the Operational Services Division for future details.

If there is any office commodity or service that you would like to have the PMT review and possibly develop a Statewide Contract or if you would like to join the Office Team please contact Robert Guerard, PTL Office Equipment, Supplies & Services at 617-720-3321 or via e-mail at [office.ptl@osd.state.ma.us](mailto:office.ptl@osd.state.ma.us) or Gloria Harris, DPTL, Office Equipment, Supplies & Services at 617-720-3305 or via e-mail at [gloria.harris@osd.state.ma.us](mailto:gloria.harris@osd.state.ma.us).

## From the Desk of the Office PTL - Bob Guerard

The Office Equipment, Supplies & Services PMTs have continued to exceed in supporting the Office PTL in updating current contracts with new Contractors, increasing competition, equipment, supplies and services. The following is just a highlight of Contracts the PMT has been updating during the first half of Fiscal Year 2002.

Ø **Photocopier Equipment, Supplies & Services - OFF02** - The Photocopier Team has reviewed and approved the FY2002 "Three Ways to Save Big Purchase" Medium Volume Digital Promotion. The Contractor's price reductions range from 5% to 35% off of the outright purchase or lease options. Maintenance plans price reductions range from 29% to 75% with most Contractors offering a minimum of 1 year free maintenance. All the approved cost sheets detailing the price reductions can be found on the front page of Comm-Pass for your review. *OSD Update 99-10B* has been released to reflect the equipment models added, substituted or removed as of September 2001. Please note that in an effort to continue to support the Affirmative Market Program (AMP) established within the contract, Xerox Supplies, Ikon Supplies and Danka Supplies can be purchased directly from their approved AMP Partners. Please refer to the *OSD Update 99-10B* for more details.

Ø **Office Furnishings - OFF03** - The Office Furnishings Team successfully completed the addition of new Contractors and Manufacturers available for all eleven categories. *OSD Update 01-19A* has been released with the following enhancements: a page has been inserted which list all the Contractors and the Categories awarded followed by multiple pages which list the Contractor and the Categories awarded by Manufacturer. It is the Team's hope that this enhancement will assist the Eligible Entities in utilizing the contract more effectively.

## STAR 2002...Supporting Commonwealth Partnerships! - Bill Funk

Register online now for **STAR 2002** and start your planning for savings through the proven results of the annual STAR event...an event which attracted over 2,500 attendees and 270 exhibitors last year. Schedule April 23 & 24, 2002 from 8:30am to 3:30pm at the Bayside Exposition Center, Boston for the best use of your valuable time: meet vendors, review new products, sample products, discuss FY02 and FY03 projects and schedule appointments - all under one roof. Through another series of STAR Education Workshops and interacting with exhibitors, **you** will learn about stretching budget dollars, securing the best value from existing contracts and vendors, and better understand how to use the Statewide Procurement System. STAR 2002 is **100% vendor sponsored** and admission is **FREE** to all attendees. Last year one attendee said: "The variety and information offered by the vendors was great. This concentration of vendors, all under one roof, would have normally taken me months to access." For more information and to register online visit the STAR website at [www.state.ma.us/star](http://www.state.ma.us/star). If you are more than 60 miles from Boston, please indicate if you are in need of transportation.

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Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II project!**



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fax: (617) 727-6123

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## POWER DOWN AND SAVE - Marcia Deegler

How much can your agency save by taking advantage of the energy-management features on office equipment? OSD's environmental staff has just completed a study that answers this question.

As you may know, all computers, monitors, scanners, printers, copiers and fax machines purchased under OSD's contracts are supplied with power-management EnergyStar® features that enables the equipment to power down when not in use for a certain amount of time reducing overall energy consumption by more than 50%. The result of this shows on the energy bill: up to \$130 in savings a year for a large copier. Beyond that, less heat is generated for the air conditioning to deal with, and the life of the equipment can be prolonged through reducing overheating.

The study completed by the OSD's environmental purchasing staff shows that the total energy savings from using EnergyStar® power-management features could

be as much as \$350,000 per year for the equipment purchased in Fiscal Year 2001 alone. Keep in mind that this does not take into account the office equipment that is currently in use that was purchased prior to last fiscal year. How is that for an incentive? Power down and save!

Under all Commonwealth contracts for office equipment, the vendors are responsible for providing training on the use of EnergyStar® features free of charge. For more information on the energy savings study and/or cost savings opportunities on state contracts, please contact Marcia Deegler, Environmental Purchasing Program Manager at (617) 720-3356 or [marcia.deegler@osd.state.ma.us](mailto:marcia.deegler@osd.state.ma.us) or Dmitriy Nikolayev, Environmental Purchasing Project Specialist at (617) 720-3351 or [dmitriy.nikolayev@osd.state.ma.us](mailto:dmitriy.nikolayev@osd.state.ma.us).

## Facilities PMT - Kristal Doherty

The Facilities PMT continues to meet on the 2<sup>nd</sup> Wednesday of each month from 9:30 - 11:30 AM, at the Operational Services Division, 1 Ashburton Place, Room 1017 in Boston. Sub-groups meet independently of the main PMT as needed to develop and award individual RFRs. If you join one, you're guaranteed a voice in when and where the meetings will be held. During this time of budget constraints and spending restrictions, it is more helpful than ever to utilize not only Statewide Contracts, but also the valuable information sharing between agencies which occurs at the PMT meetings. We encourage you to attend one and "try it out". If you find it beneficial for you and your department, we welcome you to join the PMT or any subgroups you are interested in.

We would like to take this opportunity to highlight a few of our contracts that cover various safety and security type items. Following is a list of contracts and some items and/or services covered by each contract. Detailed information on the contracts is available on Comm-PASS.

**FAC04 - Industrial/Commercial Equipment and Supplies** covers a wide range of products including Protective clothing and accessories (Chemical Protective, Flame Retardant, Subzero Clothing, Footwear); various protective gloves; Respirators and Masks; Gas Detection equipment; Industrial safety supplies - first aid kits, water coolers, flashlights, etc.; Storage and Handling and Spill Control Equipment; Cleaning Products; Security Equipment (locks, etc.); Fire Extinguishers.

**FAC18 - Locks and Accessories** covers a variety of different types of locks and security products; CCTV and Security Systems; Card Access Systems.

**ST8H141 - Environmental and Diagnostic Testing Services** covers several categories of testing and related services including Fire Protection Equipment Testing; Indoor Air Quality Testing; Soil, Water and Hazardous Material Characterization; Lab Services.

**ST9J213A - Hazardous Material and Medical Waste Collection Services** covers the removal and disposal (including recycling where possible) of various hazardous materials and medical waste.

If you have questions on any of these contracts or suggestions for future Statewide contracts, please contact Kristal Doherty, Procurement Team Leader at [kristal.doherty@osd.state.ma.us](mailto:kristal.doherty@osd.state.ma.us) or Michelle Bessler, Deputy PTL [michelle.bessler@osd.state.ma.us](mailto:michelle.bessler@osd.state.ma.us).

## Affirmative Market Program- Spotlighting M/WBES - Adriana P. Isaza

One of the current primary objectives of the AMP is to develop and strengthen relationships between our SOMWBA certified vendor community and our AMP participating entities. In FY'01 the AMP decided to incorporate a new marketing facet to our monthly AMP Coordinator Meetings. The AMP directors are always hard at work traveling throughout the Commonwealth and beyond spreading the AMP "message". We wondered what if we were to allow our M/WBES an opportunity to address our AMP Coordinators directly? During this age of technology where businesses rely heavily on website and email promotion, many times that personal touch and direct interaction gets lost in the shuffle.

The AMP sought a way to enrich our monthly meetings with not only programmatic information and updates but M/WBE vendor participation. The M/WBE Series that the AMP has introduced takes place twice a month. Participating M/WBES are first on our meeting agenda and are provided 20-30 minutes to give our Coordinators their best business presentation. In many instances the Coordinator is also a key procurement decision maker for their agency. As a result of the vendor series, the AMP has created additional business relationship opportunities for our M/WBES and AMP participating entities. For additional details about the program, please contact Adriana Isaza at (617) 720-3326 or [Adriana.Isaza@osd.state.ma.us](mailto:Adriana.Isaza@osd.state.ma.us).

# ENERGY PMT NEWS - James Ferri

## Heating Season: 2001/2002

We have seen a dramatic turn around from last year's fuel situation: heating fuel supplies were tight (well below the normal range), oil prices were high and the cost of natural gas was going through the roof. The price and supply of natural gas has a direct impact on both the cost of electricity and the supply of residual and distillate fuels. A majority of new power plants use natural gas as the fuel of choice. Many big users who have dual fuel capability, switch between natural gas and traditional heating fuels (No2, No4, No6) to take advantage of the lowest price fuel. This switching causes supply problems and leads to price spikes. In addition, natural gas in storage heading into the 2000/2001 heating season was low. OPEC was holding the line in terms of cutting production to maintain the market basket price they deem acceptable (\$22-\$28 per barrel). Last but not least, Mother Nature was not on the side on the consumer. The heating season was colder than normal, with the cold weather coming early.

What's changed? The economy has slowed down significantly, impacting supply across the board. The tragic events of September 11 directly impacted the aviation industry. This caused refineries to switch from producing jet fuel to other products. Similar to other industries, if one product doesn't move, the switch is made to one that will. As of December 3, the US average retail price for gasoline fell to 110.8 cents a gallon. This average was 37.8 cents lower than at this time last year and the lowest since June 14, 1999. The wholesale price of No.2 Heating Fuel is down 49.8 cents from a year ago. Natural gas supplies in storage entering the heating season were well above last year and also above the previous 6-year average. According to the EIA (Energy Information Administration), spot natural gas prices, which averaged \$6.48 per thousand cubic feet last winter, are expected to be two-thirds lower this winter at about \$2.15 per thousand cubic feet. Again, this has a direct impact on the price of electricity. Utilities have recently filed proposals for lower rates with DTE (Division of Telecommunications and Energy), due to the decrease in fuel oil and natural gas prices. OPEC has not cut production due to posturing by Russia, but this may change. The November OPEC market basket averaged about \$17.60 per barrel. Finally, Mother Nature has been with us this year. All projections have pointed toward a normal winter, although we've seen some exceptionally warm temperatures for the beginning of the heating season.

Barring an exceptionally cold January through March or a big change in crude oil price, all EIA projections are for heating oil and natural gas to remain stable through the end of heating season. Gasoline prices are expected to rebound in the spring as we get ready to enter the summer driving season.

## Energy Commodities Contract Update

EN005 Unleaded Gasoline - Current Contract Period: 07/01/01-06/30/02 - *OSD Update: 02-05*

ENE09 Diesel Fuel - Current Contract Period: 12/01/01-11/30/02 - *OSD Update: 02-19*

EN008 No.2 Heating Fuel - Current Contract Period: 10/01/01-07/31/02 - *OSD Update: 02-11*

EN009 No.4 Residual Fuel - Current Contract Period: 10/01/01-06/30/02 - *OSD Update: 02-11*

EN009 No.6 Residual Fuel - Current Contract Period: 10/01/01-06/30/02 - *OSD Update: 02-11*

F5017 Propane\* - Current Contract Period: 10/01/01-07/31/02 - *OSD Update: 02-11*

\*Not all vendors extended. A new RFR will be issued this fiscal year.

**Contract Index Pricing is now available on Comm-PASS!** The prices are updated the Wednesday following the close of the previous week. Go to "Closed Solicitations" By Category "Energy, Utilities and Fuels" then "Energy Contracts Pricing Index".

## Amending, Suspending or Terminating a Contract - by Bill McAvoy

Given the fiscal realities that all of our agencies are facing in the Commonwealth, your agency may be considering amending, suspending or even terminating existing contracts with providers of goods and/or services.

When amending, suspending or terminating a contract, you should:

- ⇒ consult with your agency's Legal Counsel about your intentions;
- ⇒ review the relevant section(s) of the Commonwealth's Procurement Policies and Procedures Handbook (Chapter 5);
- ⇒ review all relevant terms of the specific contract, including the applicable Terms and Conditions (Commonwealth Terms and Conditions or Commonwealth Terms and Conditions for Human and Social Services), Standard Contract Form and Instructions and other contract terms/forms that make up the entire contract; and
- ⇒ give the Contractor reasonable notice of your intended action.

If amending a contract, you may attempt to renegotiate the contract terms (including scope of services, maximum obligation and hourly rates) and thereby execute a Standard Contract Amendment Form. In the alternative, you may unilaterally adjust a contract by giving the Contractor reasonable notice of the terms of the specific adjustment (reducing the maximum obligation and/or units of service or commodity). Please review the Comptroller's December 13, 2001 Contract Amendment Memorandum for further guidance on Contract Adjustments.

If you are suspending or terminating a contract, you must also closely review sections 2, 4 and 5 of the relevant Terms and Conditions, which spell out the Payment, Suspension / Termination (with or without cause) and Notice requirements of each contract.

Feel free to contact either myself at (617) 720-3327 or Harold Fisher at (617) 720-3325 in the Operational Services Division or Jenny Hedderman at (617) 973-2656 in the Office of the Comptroller if you or your Legal Counsel have any legal questions about amending, suspending or terminating a contract.

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## Looking for a Statewide Contract?

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or

Search Comm-PASS  
[www.Comm-PASS.com](http://www.Comm-PASS.com)

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## Service Contracts for Professionals - Tess

Francisco

### **Brand New Service RFR Be Ahead of the Curve.**

Send us your Management Consultants, Program Coordinators and Planners

**What:** The PMT is providing a courtesy email notification of RFR release for a new service contract to potential bidders who provide information to the PMT in advance.

**Who:** Departments need to notify any contractor currently providing any of the above services, or interested in providing these services that they need to respond to this RFR to be considered for inclusion in this upcoming Statewide Contract.

All individuals or entities currently doing business as **Independent Contractors** in the H19, H23, H22, M01, M03 and M04 object codes should consider bidding on this RFR.

**When:** In January 2002, in compliance with the World Trade Organization/Government Procurement Agreement requirements, a notice announcing the upcoming release of the above Statewide Request for Response (RFR) will be published on Comm-PASS. The PMT will release the Request for Response (RFR) later in winter 2002.

**Where and How:** Departmental personnel need to give detailed instructions to bidders or current contractors to participate in this email notification of the RFR posting. Before contacting potential bidding entities, please become familiar with the instructions below yourself. When the WTO notice is posted in January 2002, it will be possible for a potential bidder to request notification. To receive e-mail notification, the bidder needs to go on the Comm-PASS Internet site at [www.Comm-PASS.com](http://www.Comm-PASS.com). Click on the "Search" feature on the first page. The notice can be found by going to the very bottom, left side of the "Search" page. The "Bid Reference Number" will be ST2H191. The bidder will then be able to open the WTO notice. The "Contact Information" will list an e-mail address and phone number. The bidder needs to send their full e-mail address to either of those mailboxes.

**Why:** It is the responsibility of all potential bidders to watch the Comm-PASS site for upcoming business opportunities. However, the PMT is offering this service to give potential bidders an almost instant chance for notification of the bid release.

**Special Note:** Departments might also want to inform their contractors that the PMT cannot take responsibility for incomplete or incorrect e-mail addresses, nor does notification

of the RFR release relieve potential bidders from any responsibilities associated with responding to the RFR.

## Have IT Contracts? Planning IT Contracts? Save your Agency some \$\$\$! - Marge MacEvitt

The silver lining in the economic cloud, for Agencies who use IT contractors, is that it's now a buyer's market. The going rate for IT contract staff has dropped from 10% to 40% depending on skill sets and experience. Given the need to make every dollar go further, Agencies with existing staffing contracts should work with their vendors to reduce rates accordingly. ITD recently renegotiated rates for 40 consultants, dropping rates by 10% to 40%, without losing a single contractor.

We considered reducing the rates unilaterally by amending ITS07, the **IT Services Contract**, but since few ITS07 contractors charge anywhere near their approved "High Rate," this would not be effective. ITD's method was to 1) conduct market research to determine the going rate for different job classifications, 2) meet with all their consultants (the staff doing the work, not the ITS07 vendors) in a group to explain the need to cut costs, and 3) contact the ITS07 vendors and tell them what rate they were willing to pay for each person. In some cases, the ITS07 vendors absorbed a percentage of the rate reduction out of their margin, in others, they tried to pass the entire reduction to their consultants. ITD was able to persuade the ITS07 vendors that they should absorb at least some portion of the rate reduction.

Ellen Wright, of ITD, was responsible for the rate reduction project and is working with other Commonwealth agencies to assist them in lowering their costs. If you are not sure whether the rates you are paying are in line with current market rates and with rates being paid by other agencies for similar positions, Ellen is willing to review them for you and make recommendations. Send her ([ellen.wright@state.ma.us](mailto:ellen.wright@state.ma.us)) a spreadsheet listing a) job title, b) current hourly rate, c) years/months with your agency, d) skills you are using and e) any special considerations, for example, how long it would take to bring someone with the same skills up to speed on the project or application they are working on.

Ellen has also compiled some information on IT salary rates based on her research and recent experience, which you will find, along with an expanded version of this article, on the ITS07 Comm-PASS page:

In addition to renegotiating your current contracts, if you are adding new contractors, we strongly suggest that you post the requirements on Comm-PASS. You may limit responses to ITS07 contractors, and there is no minimum time required for the posting, so this should not significantly increase the time required to obtain services. A sample posting is included in the "Renegotiating..." document.

## Public Safety Law Enforcement/Firefighting PMT - By: Betty Fernandez

### **Firefighting, Forestry, Emergency Medical, Rescue Equipment and Supplies (FIR01):**

The Firefighting PMT is pleased to announce the RENEWAL of Statewide Contract FIR01, with fifteen contractors covering six categories: Clothing, Self Contained Breathing Apparatus (SCBA), Water Applications, Power Tools, Hand Tools and Specialty Items for an additional twelve months. The renewal of this contract is for a twelve-month period beginning 1/1/02. Detailed information can be found on Comm-PASS and the Public Safety Intranet web site [www.osd.state.ma.us/safety](http://www.osd.state.ma.us/safety).

**Body Armor Vests (LAW03):** The Law Enforcement PMT is pleased to announce the RENEWAL of Statewide Contract LAW03 for an additional twelve months (beginning 1/5/02) with six contractors. Information can also be found on the above listed Web sites.

**Weapons, Ammunition and Accessories (LAW02):** The PMT will also be renewing LAW02 for an additional eighteen months as of 2/1/02 with seven contractors. Detailed information will be available on Comm-PASS ([www.comm-pass.com](http://www.comm-pass.com)) on or before the expiration of the contract of January 31, 2002.

If interested in getting involved with any of the initiatives mentioned above, or if you have any comments or suggestions please contact Betty Fernandez, PTL, 617-720-3133 or E-mail: [Betty.Fernandez@osd.state.ma.us](mailto:Betty.Fernandez@osd.state.ma.us)



## What's New in Food & Groceries

Tasha Coleman – PTL Food & Groceries

### The New Prime Grocer for 2002 and Beyond

As of 11/30/01, the Procurement Management Team has awarded Prime Grocer contract, GRO 14, to *US Foodservice of Boston*. This contract will start January 1, 2002 to December 31, 2007, with an option to renew for an additional five (5) years.

**What's new at US Foodservice?** US Foodservice, formally called JP Foodservice, is in the process of developing an additional comprehensive Marketbasket, which will consist of school food items. Since the Prime Grocer contract will have a Marketbasket for school food items, this should diminish efforts by school food directors to bid for their food items each year.

Also, with the understanding that one vendor could not be all to such a diverse commodity driven Commonwealth, the PMT will design an "open enrollment" addendum to GRO 14 to allow secondary vendors to participate in the new Prime Grocer contract.

*So how did the PMT represent such a diverse commodity driven state into the Prime Grocer contract?* As many know, the Department of Corrections is the largest food consumer in the United States, in which case, they represented the majority of the PMT in the prior Prime Grocer contract. In the Prime Grocer for 2002 and beyond, the PMT membership expanded to include agencies such as the Department of Mental health, Department of Public Health, schools, the Sheriff's departments, as well as the Department of Corrections. Such a large and diverse PMT combined vast experiences and knowledge. The outcome of an expanded PMT developed into a 300 item Marketbasket that has a potential to grow over the duration of the contract.

Some added values to the Prime Grocer Contract are the Environmentally Preferred Products (EPP) which will provide recycled content products and the Affirmative Market Program (AMP) which Small Owned Minority/Women Businesses (SOMWBA) will subcontract through US Foodservice to deliver non-food products and assist in obtaining best pricing. The partnerships that US Foodservice will have with EPP and SOMWBA vendors would help to enhance their businesses and they will share a percentage of the sales from the Prime Grocer contract.

Subsequently, in the coming months, the PMT will design a Request For Response (RFR) that has never been done before, an Audit team. To manage this multi-million dollar contract, an Audit RFR will provide a quality assurance to the PMT and its contract users. The new Audit team will monitor best value, best quality, and best service for the Commonwealth's dollar.

For additional information on this contract, go to [www.comm-pass.com](http://www.comm-pass.com).

### Water Contract – GRO 01

Belmont Springs contract with the Commonwealth is up for renewal in March of 2002. The PMT will be re-evaluating their performance in the next coming months. Belmont Springs thus far has made progress in the past few months in redesigning their customer service and delivery based systems. Through new staff monitoring, added services such as providing delivery staff with cell phones for emergencies, and new contact members for the state, has given Belmont Springs a firmer grasp on their services.

Belmont Springs also has provided OSD with a "bottled water security" letter and new contact members. Please refer to <http://www.comm-pass.com> for this information.

### Catering Contract – GRO C6

Due to large number of calls on an out-dated Catering list, the PMT will be looking into developing ways to insure we are providing users with a list of available vendors. One option currently under way as of January 2002 is to look at Board of Health food licenses that expire every 1 year to insure that they are still an available vendor for catering services.

## Medicine & Medical Services PMT Briefs

- Brian Putnam

**Referenced Lab Services RFR:** Cindy Brown, Debbie Courtemanche, Ellen Mollina, Robert Morrison, Laverne Newman, Brian Sullivan volunteered to be members of the PMT developing a new Referenced Laboratory Services Contract. We anticipate the RFR will be released in January with Contracts signed in April allowing for a smooth start on July 1, 2002. Work on a major RFR requires a lot of additional work on the part of PMT members and they should be recognized for their efforts.

**Influenza Vaccine:** The Commonwealth received its Flu Vaccine this year earlier than any other State and received all of the 740,000 doses that were ordered for the Massachusetts Immunization Program. The Contractor Aventis Pasteur (MED19) is now accepting orders for additional doses. The Vaccine PMT has released RFR MED21 for Influenza Vaccine for the 2002 – 2003 Flu Season with responses due 01/03/2002.

**Massachusetts Alliance for State Pharmaceutical Buying (MASPB)** was formed to allow other States to use Massachusetts advanced pharmaceutical purchasing system thus allowing Massachusetts to aggregate its purchasing power with other States. The State of California became a member of MASPb in October and began purchasing pharmaceuticals through MASPb in December. Several other States are now in contact with OSD. For more information please see the MASPb web site [www.maspb.com](http://www.maspb.com).

## STRETCHING THOSE IT PC DOLLARS!!! - Gerry Ostrer

Active for the past three months is a new Big Buy 2002 program originally designed to assist state entities with the implementation of ITD's Mass Mail project. This program makes PCs available at extremely attractive prices. In fact, a new round of IT Hardware PMT negotiations were recently completed with Compaq, Dell and Gateway for more powerful and faster PC models at even lower prices. In some cases, Big Buy 2002 pricing is more than 40% off from catalog prices. This procurement program will continue to be active for at least the next five months. Periodic renegotiating for more effective pricing and PC models will continue throughout the life of this Big Buy 2002 program. This is great opportunity for all eligible state entities needing PCs to take advantage of a terrific program and to help stretch those PC dollars. This Equipment is available to all eligible entities. Participation in the Mass Mail project is not required. See specifications and ordering instructions on the BIG BUY 2002 program at [www.state.ma.us/itd](http://www.state.ma.us/itd).

Statewide contracts are developed to serve you. Your ideas and thoughts are important to us. Please consider participation on an IT Hardware PMT. Contact Gerry Ostrer, at 617-720-3106 or E-mail at [gerry.ostrer@osd.state.ma.us](mailto:gerry.ostrer@osd.state.ma.us).

E-mail *anyone* at OSD by sending it to their first name.last name @osd.state.ma.us

A listing of OSD telephone numbers can be found at [www.state.ma.us/osd](http://www.state.ma.us/osd)

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## Recent OSD Updates

(Copies of OSD Updates are available, listed numerically, on the Internet at [www.state.ma.us/osd/memo/memotoc.htm](http://www.state.ma.us/osd/memo/memotoc.htm))

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Energy	Distillate Fuel Oil and Propane	EN008, EN009 & EN09A	02-11	Contract Extension
Facilities	Tradespersons	ST8J601	02-10	Contract Extension
Facilities	Groundskeeping/Landscaping and Snow Removal Services	FAC23	02-18	New Contract
Facilities	Industrial/Commercial Equipment & Supp.	FAC04	98-52D	Contract Extension
Food	Water Coolers/Belmont Springs	GRO010100	02-16	Contact Info
Fuel	Diesel Fuel	ENE09	02-19	Contract Extension
IT	Electronic Fingerprinting System & Svcs.	SP101m BT1H031, BT1L413	02-14	New Contract
IT	Internet Access Services	ITD98, IT98A & BT8EE81	00-24B	Updated Information
IT	Premises Based Telecommunications Systems (PBX)	ITT11, BT2L411 and BT2L211	02-15	New Contract
Office Supplies	Sales, Supplies & Services	OFF02, OFF09 & OFF10	02-09	Dealer Change
Office Supplies	Foreign Language Written Translation & Oral Interpretation Services	ST7J511	98-7E	Updated Information
Office Supplies	Cartridges, Laser Toner Printer & Ink Jet Cartridges	OFF06	99-37E	Updated Information
Office Supplies	Digital Duplicating Equipment, Supplies & Service Maintenance	OFF10	01-10A	Contract Extension
Office Supplies	Recycled Paper & Envelopes	OFF05	99-20F	Pricing Update
Office Supplies	Office Furnishings	OFF03	01-19A	Updated Information
Office Supplies	Photo Equipment, Supplies & Maintenance/Service	OFF02	99-10B	Updated Information
Office Supplies	General Offset Printing Services	1650A	00-50B	Contract Extension
Pharmaceuticals	Pneumococcal 23 Vaccine	MED20	02-17	New Contract
Professional Services	Training & Organizational Development	ST7J502	98-23H & I	Updated Information
Vehicles	Furnishing and Delivery of Liquid Calcium Chloride	VEH24	00-14B	Contract Extension
Vehicles	Furnish & Delivery of Sodium Chloride	VEH40	02-12	New Contract
Vehicles	Furnish & Delivery of Pre-Mixed Sodium & Calcium Chloride	VEH43	02-13	New Contract
Vehicles	Washed Sand	VEH44	02-20	New Contract

## New W-9 Now Available

The *W-9, Request for Taxpayer Identification Number and Certification* has been revised by the Comptroller. This streamlined form, formerly known as *Request for Verification of Taxation Reporting Information*, is now easier to understand and complete. (The old W-9 will still be accepted by the Comptroller).

The form is available at: [www.mass.gov/osd/phand/w-9.doc](http://www.mass.gov/osd/phand/w-9.doc) and [www.ocs.state.ma.us](http://www.ocs.state.ma.us)

## Good Byes & Hellos

Welcomes go out to our new QA Compliance Officer, Myrlande Guillaume. Also a welcome to Dimitriy Nikolayev who has joined the Environmental Purchasing Project as its new Specialist.

Good-Byes to Gerry Eigen, TOC Liaison to Municipalities, who recently retired. Kimberly McGowan, PTC, has also left the services of OSD.

## SC, PD, LO or SP Transaction for Incidental Purchases Reminder

If a Department chooses to encumber funds using an SC, LO, PD or SP transaction rather than a PO for an incidental purchase, then a Commonwealth Terms and Conditions/Standard Contract Form must also be completed and retained on file at the Department.

See *OSD Update 00-48* or your trusty copy of the *Procurement Policies and Procedures Handbook* for more info.

## Comm-PASS Notes...- Jeanne Campbell

As the number of Comm-PASS users continues to increase there are certain practices and policies that should be followed whenever files are posted to Comm-PASS.

Remember to:

**Check your work!** This is the most common issue with posting to Comm-PASS. From time-to-time, Comm-PASS experiences technical "glitches" that result in broken links. After your files are posted to Comm-PASS, go to the public side of Comm-PASS and click on all your files to be sure they work and are the correct files.

**Make sure the contact name is a person who can answer questions about the procurement.** When potential bidders are experiencing problems accessing your solicitation, the first step is to contact the Comm-PASS Help Desk (888-627-8283). We will assist callers with **technical** aspects. (I.e. how to download the files, where is the W-9 form, how to install Adobe Acrobat). The Help Desk staff does not answer questions relating to the bid content itself. Therefore, when we get those issues, we direct them to the "Contact Name" listed on Comm-PASS.

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General comments about this newsletter can be directed to:

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or  
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